

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
BUREAU OF FINANCIAL INSTITUTIONS

**ANNUAL REPORT OF MORTGAGE LENDERS AND BROKERS
REQUIRED TO BE LICENSED UNDER THE
VIRGINIA MORTGAGE LENDER AND BROKER ACT
FOR THE YEAR ENDING DECEMBER 31, 2004**

GENERAL INSTRUCTIONS

Pursuant to Virginia Code Section 6.1-418, every lender and broker required to be licensed under the Virginia Mortgage Lender and Broker Act shall file an annual report, under oath, with the Commissioner of Financial Institutions. Reports covering operations during the preceding calendar year are to be filed not later than **March 1**, by mailing or delivering them to the Bureau of Financial Institutions, 1300 East Main Street, Suite Eight Hundred, Post Office Box 640, Richmond, Virginia, 23218-0640. **The Statute does not provide for extension of the filing period and a penalty may be imposed for late filing.**

The first section of the report is common to both lenders and brokers. Section II should be completed by mortgage brokers and Section III should be completed by mortgage lenders. **Both mortgage lenders and brokers must complete the Affidavit on page eight.**

Unless otherwise stated, the licensee must provide information only about its mortgage activities which come under the Virginia Mortgage Lender and Broker Act. The Act defines a mortgage loan as a loan made to an individual, the proceeds of which are to be used primarily for personal, family or household purposes, which loan is secured by a mortgage or deed of trust upon any interest in one to four family residential owner-occupied property located in Virginia, regardless of where made. Other types of loans, such as commercial loans or loans made on non-Virginia property, are not to be listed unless specifically requested.

A **consolidated financial statement** of the licensee (balance sheet and income statement), reflecting the true financial condition of the licensee from all operations conducted in Virginia and elsewhere, regulated and unregulated, is to be attached to this report. The balance sheet should detail assets and liabilities while the income statement should detail income and expenses. Sole proprietors should submit a balance sheet and income statement for the mortgage business only. Financial statements should not be more than three (3) months old. If the licensee does not have an independent audit, it may submit current internal unaudited financial statements.

The annual report and financial statement of the licensee must be filed in duplicate.

Please follow the instructions carefully. Incomplete or inaccurate reports cannot be accepted for filing and will be returned. If space provided is insufficient, continuations on 8 1/2" by 11" paper may be added.

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
BUREAU OF FINANCIAL INSTITUTIONS
ANNUAL REPORT OF MORTGAGE LENDERS AND BROKERS**

**Bureau of Financial Institutions
1300 East Main Street, Suite 800
Post Office Box 640
Richmond, Virginia 23218-0640**

FILE IN DUPLICATE

SECTION I

GENERAL INFORMATION

1. Name and mailing address of licensee: _____

3. Virginia license number _____

2. Federal identification number (FIN) _____

4. E-Mail address _____

5. Check the appropriate items concerning licensee:

(a) _____ INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION
_____ LIMITED LIABILITY COMPANY _____ BUSINESS TRUST

(b) _____ MORTGAGE LENDER _____ MORTGAGE BROKER _____ BOTH MORTGAGE LENDER
AND MORTGAGE BROKER

6. Name and mailing address of parent company, if any

7. Does the licensee or its parent or affiliate operate in other states?

_____ YES _____ NO

8. Name, title and business address of the chief executive officer of licensee.

9. Individual to be contacted with respect to questions which may arise from this report (name, title, address, and **telephone number**):

10. Provide the (name, title, address and **telephone number, fax number and e-mail address**) for the individual to be contacted with respect to:

(a) Scheduling Examinations

(b) Consumer Complaints

SECTION I (Continued)

LIST OF OFFICES

11. List the physical location and mailing address of each office where mortgage business was conducted pursuant to the Virginia Mortgage Lender and Broker Act **as of December 31**. (Attach an additional sheet of 8 1/2" by 11" paper, if necessary.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

REGULATORY ACTIONS

12. Disclose any regulatory investigations of, or actions taken or pending by, any state or federal agency within the last three years against the licensee or any of its senior officers, directors, trustees, managers, or principal owners. Attach copies of all related documentation.

SECTION I (Continued)

DIRECTORS AND MANAGEMENT

13. If the licensee is a limited liability company or corporation, list all members, directors and senior officers (those within three reporting levels of the CEO), their titles, and their ownership interest, if any, **direct or indirect**, in the licensee. If the licensee is a partnership, list the partners, along with their ownership interest, **direct or indirect**, in the licensee. If the licensee is a business trust, list the trustees along with their ownership interest, **direct or indirect**, in the licensee.

Name	Title	Check applicable title(s)					# Shares Owned	Percentage Ownership
		Senior Officer	Director	Partner	Manager	Trustee		

Itemize any individuals and/or companies not listed above with a ten percent or greater ownership interest, **direct or indirect**, in the licensee.

Name	Number of Shares Owned	Percentage Ownership

SECTION II

MORTGAGE BROKERS

14. Has the licensee brokered any loans secured by a mortgage or deed of trust on residential property of one to four owner occupied units located in Virginia, regardless of where brokered?

Yes _____ No _____

If Yes, please provide the number and dollar amount brokered.

COLUMN 1		COLUMN 2		COLUMN 3	
FIRST LIENS		SUBORDINATE LIENS		TOTAL	
NUMBER	\$AMOUNT	NUMBER	\$AMOUNT	NUMBER	\$AMOUNT

15. List the names, addresses and telephone numbers of all mortgage lenders and mortgage brokers you did business with during the year **pertaining only to mortgage or deeds of trust on residential Virginia properties.**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SECTION III
MORTGAGE LENDERS

16. Address of office where records of Virginia operations are kept for:

A) Files of closed first and second mortgage loans: _____

B) Loan servicing: _____

C) Rejected or turned down loans: _____

D) Financial/Accounting operations: _____

17. Provide address of offices or branches other than the main office where duplicates of the above records are kept:

18. Has the licensee made any loans (closed in the name of the licensee) to individuals secured by a mortgage or deed of trust on residential property of one to four owner occupied units located in Virginia, during the calendar year?

Yes _____

No _____

If Yes, please provide the number and dollar amount of mortgage loans **closed in the name of the licensee during the year, whether or not carried on licensee's books as of December 31.**

COLUMN 1 FIRST LIENS		COLUMN 2 SUBORDINATE LIENS		COLUMN 3 TOTAL	
NUMBER	\$AMOUNT	NUMBER	\$AMOUNT	NUMBER	\$AMOUNT

19. Is the licensee a government approved lender?

Yes _____ No _____

If Yes, name the program(s):

SECTION III – MORTGAGE LENDERS (Continued)

20. State the range of interest rates and points charged during the year (highest and lowest).

INTEREST RATES: _____ (HIGH) TO _____ (LOW)

POINTS: _____ (HIGH) TO _____ (LOW)

21. Has the licensee made any loans subject to the Home Ownership and Equity Protection Act (§ 32 of Regulation Z) _____

Yes No

If Yes, please provide the number and total dollar amount of these loans _____

Number Dollar Amount

22. Analysis of delinquent accounts as of December 31,

Accounts past due for a period of:	NUMBER	DOLLAR AMOUNT
TWO MONTHS.....	_____	\$ _____
THREE MONTHS.....	_____	\$ _____
MORE THAN THREE MONTHS.....	_____	\$ _____
TOTAL.....	_____	\$ _____

23. Law suits, possession and sale of security

	NUMBER	DOLLAR AMOUNT
Suits for recovery of money judgments:		
Instituted during the year	_____	_____
Judgments obtained during the year.....	_____	_____
Possession of security obtained by licensee during the year		
By court action or contract right:.....	_____	_____
Possession of security obtained by licensee during the year		
By voluntary surrender.....	_____	_____

AFFIDAVIT

State of _____)

County or City of _____)

I, _____, being the _____
of _____

swear or affirm that, to the best of my information and belief, the facts in this report, including any accompanying schedules and statements, are true.

Signature

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public

PLEASE MAKE SURE THIS REPORT AND THE FINANCIAL STATEMENT OF THE LICENSEE ARE FILED IN DUPLICATE BEFORE THE MARCH 1ST DEADLINE. IF AUDITED FINANCIAL STATEMENTS ARE BEING PREPARED BUT ARE NOT READY, PLEASE INDICATE BELOW THE APPROXIMATE DATE THAT THEY WILL BE FILED WITH THIS BUREAU AND ATTACH CURRENT INTERNAL FINANCIAL STATEMENTS. (If an audit of the licensee is not conducted, current internal statements alone are acceptable and should be attached.)

Anticipated filing date of audited financial statement of licensee: _____